

Department of Public Works
1 West Potomac Street
Brunswick, Maryland 21716
DRIVEWAY ENTRANCE APRON PERMITS
Residential and Commercial, May 2003

Apron permit application is made at City Hall 1 West Potomac St., Brunswick, MD when applying for a Zoning Certificate. Applications is also required when a new or additional access to a property is required or is desired.

PACKAGE CONTENT:

- ☞ **Driveway Entrance Apron Permit Information form.**
Please retain this form. It includes the apron specifications on the back.
- **A completed application for each entrance point including the following:**
 - ☞ **Permit Form** (with printed information and required signature). A \$40.00 fee per entrance permit is required.
 - ☞ **Site Plan** indicating the location of the proposed driveway apron. **Note:** The driveway apron is only the portion of the driveway located between the edge of the road and the right-of-way line, (normally 15 feet from edge of road).
- ☞ Copy of the most recent ***Subdivision final recorded plat*** available at the Frederick County Courthouse. (If the recorded plat is not available, a site visit will be required by the City prior to apron permit approval).
- ☞ Final signed (by City of Brunswick DPW) construction drawings are required for commercial entrances.
- ☞ **ACCEPTABLE GUARANTEES (PERFORMANCE BONDS ARE NOT ACCEPTABLE FORMS OF GUARANTEES):**
 - An **Irrevocable Letter of Credit** or an **Escrow Agent Savings Account Letter** (Mayor and Council Beneficiary) from a Maryland Bank, ONLY. Standard Forms are available from the City Hall, located at the above address.

____Suggestion: To expedite approval the above types of guarantees should be included with the Permit package at time of application.

Cash, Certified Check, Cashiers Check, or a Money order (checks must be made payable to the City of Brunswick). Must be paid or mailed (checks) to the DPW Administration, 1 West Potomac Street, Brunswick, Maryland 21716. (Please include Property Address/Lot Number on Check or Money Order).

NO PERSONAL OR COMPANY CHECKS FOR GUARANTEE ONLY: personal check for application fee is acceptable

- **Residential Guarantee amount:**
\$1,000.00 per entrance (refundable upon satisfactory inspection) May not be required in closed section subdivisions.
- **Non-residential (Commercial) Guarantee amount:**
\$2,000.00 per entrance (refundable upon satisfactory inspection)
- **Application fee** is \$40.00 for all entrance permits. **It is non-refundable.**

EXISTING DRIVEWAY APRONS:

- Must be field verified by inspection staff to meet current minimum City Requirements prior to permit issuance.

COMPLETION OF APRON:

- Once the apron has been completed, DPW must be contacted at 301-834-6270. **Note:** This may be an automated voice answering system. Please include the following information:

Permit number, Name of guarantee holder, Property street address, Your telephone number

Note: Inspection must be scheduled prior to the one-year expiration of the permit. Inspection will be completed within 10 working days, following which, if approved, all held funds will be authorized for release back to the applicant. Any deficiencies will be noted for correction and applicant will be notified. A one-time renewal may be allowed if permit is to expire. The cost is \$40.00. Please call the above number and leave a message to be considered for permit renewal